

## Element Performance Inspection (EPI) Data Collection Tool

### 4.2.8 Simulators / Training Devices (AW)

#### ELEMENT SUMMARY INFORMATION

**Purpose of this Element** (certificate holder's responsibility):

- To ensure the certificate holder's manual includes; policies, procedures, instructions and information necessary to ensure that airplane simulators, training devices and training aids meet the requirements of its FAA Approved Training Program.

**Objective** (FAA oversight):

- To determine if the Certificate Holder follows its procedures, controls, process measurements and interfaces for the Simulators / Training Devices process.
- To determine if there were any changes in the personnel identified by the Certificate Holder as having responsibility and/or authority for the Simulators / Training Devices process.

**Specific Instructions:**

- To accomplish this EPI, the Inspector should have a basic understanding of the simulator approval process. This EPI should be accomplished at various locations where the Air Carrier trains its crewmembers.

**Related EPIs:**

- 4.2.1 Maintenance Training Program (AW)
- 4.2.2 RII Training Requirements (AW)
- 4.2.3 Training of Flight Crewmembers (OP)
- 4.2.4 Training of Flight Attendants (OP)
- 4.2.6 Training of Station Personnel (OP)
- 4.2.7 Training of Check Airmen and Instructors (OP)
- 4.2.9 Outsource Crewmember Training (OP)
- 4.2.10 Aircrew Designated Examiner (ADE) Program (OP)

#### SUPPLEMENTAL INFORMATION

**Specific Regulatory Requirements (SRRs):**

- SRRs:
  - 121.135(a)(1)
  - 121.135(b)(1)
  - 121.135(b)(16)
  - 121.135(b)(2)
  - 121.135(b)(3)
  - 121.407(a)
  - 121.407(a)(2)
  - 121.407(a)(3)
  - 121.407(a)(5)
  - 121.407(c)
  - 121.407(d)
  - 121.409(b)
  - 121.409(d)

- SRRs:
  - SFAR 58.9(a)(3)
  - SFAR 58.9(a)(3)(i)
  - SFAR 58.9(a)(3)(ii)
  - SFAR 58.9(a)(3)(iii)
  - SFAR 58.9(b)(3)

**Related CFRs & FAA Policy/Guidance:**

- Related CFRs:
  - Intentionally left blank
- FAA Policy/Guidance:
  - Intentionally Left Blank

**EPI SECTION 1 - PERFORMANCE OBSERVABLES**

**Objective:** (FAA oversight responsibility): The tasks and questions in this section of the data collection tool (DCT) are designed to assist the inspector in determining if the certificate holder follows its written procedures and controls and meets the established performance measures of the process. To accomplish this, questions have been generated to test both the outputs of the process as well as the process itself. Question 1 and its following subquestions are directed at the output(s) of the process, whereas questions 2-6, when answered, should be directed at the process itself

**Tasks**

	To meet this objective, the inspector must accomplish the following tasks:
1	Review the information listed in the Supplemental Information section of this data collection tool.
2	Review the policies, procedures, instructions and information for the Simulators / Training Devices process contained in the Certificate Holder's manual.
3	Review the associated SAI for this element with emphasis on the controls, process measurements and interface attribute sections.
4	Observe the Simulators / Training Devices process to gain an understanding of the procedures, instructions and information contained in the Certificate Holder's manual.
5	Discuss the Simulators / Training Devices process with the personnel (other than management) who perform the duties and responsibilities required by the process.

**Questions**

	To meet this objective, the inspector must answer the following questions:	
1	Were the following Performance Measures met:	
1.1	Were the simulators and training devices configured the same way as the airplane they represent?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2	Did the Certificate Holder use a maintenance log to report simulator or training device discrepancies?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.3	Did the Certificate Holder use a maintenance log to correct simulator discrepancies?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.4	Did the Certificate Holder upgrade its simulators and training devices to reflect operational/fleet changes?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.5	Were the Certificate Holder's simulators and training devices configured to meet low altitude windshear training requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2	Were the Certificate Holder's policies, procedures, instructions and information, contained in its manual, for the Simulators / Training Devices process followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3	Were the Simulators / Training Devices process controls followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4	Did the records for the Simulators / Training Devices process comply with the instructions provided in the Certificate Holder's manual?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5	Were the process measurements for the Simulators / Training Devices process effective in identifying problems or potential problems and providing corrective action for them?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
6	Did personnel properly handle the associated interfaces by complying with other written policies, procedures, instructions and information that are related to this	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	element?	
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<b>EPI SECTION 1 - PERFORMANCE OBSERVABLES</b> <b>Drop-Down Menu</b>	
1.	Personnel.
2.	Tools and Equipment.
3.	Technical Data.
4.	Procedures, policies or instructions or information.
5.	Materials.
6.	Facilities.
7.	Controls.
8.	Process Measures.
9.	Interfaces.
10.	Desired Outcome.
11.	Other.

<b>EPI SECTION 2 - MANAGEMENT RESPONSIBILITY &amp; AUTHORITY OBSERVABLES</b>	
<b>Objective:</b> To determine if the person identified by the certificate holder as having responsibility and/or authority for the Outsource Organization process is qualified, knowledgeable, and recognizes that responsibility and/or authority. (The person with the authority may or may not be the person with the responsibility.)	
<b>Tasks</b>	
	To meet this objective, the inspector must accomplish the following tasks:
	NOTE: If no personnel or major program changes (as defined by the Principal Inspector) affecting the responsibility or authority attributes for this element have occurred since the last SAI and/or EPI was accomplished, then do not perform tasks 3 - 6. Answer questions 2.1 & 2.2, and provide the name/title.
1	Identify the person who has overall responsibility for the Simulators / Training Devices process.
2	Identify the person who has overall authority for the Simulators / Training Devices process.
3	Review the duties and responsibilities for the person(s) who manage the Simulators / Training Devices process documented in the Certificate Holder's manual.
4	Review the appropriate organizational chart.
5	Discuss the Simulators / Training Devices process with the management personnel identified in Tasks 1 and 2.
6	Evaluate the qualifications and work experience of the management personnel identified in Tasks 1 and 2.

<b>Questions</b>		
	To meet this objective, the inspector must answer the following questions:	
2.	Are the following aspects of the Management Responsibility and Authority Attributes addressed for the Simulators / Training Devices process:	
2.1	Is there a clearly identified person who is responsible for the quality of the Simulators / Training Devices process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title:
2.2	Is there a clearly identified person who has authority to establish and modify the Certificate Holder's policies, procedures, instructions and information for the Simulators / Training Devices process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title:
2.3	Does the responsible person know that he/she has responsibility for the Simulators / Training Devices process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
2.4	Does the person with authority know that he/she has authority for the Simulators / Training Devices process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
2.5	Does the person with responsibility for the Simulators / Training Devices process meet the qualification standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
2.6	Does the person with authority to establish and modify the Simulators / Training Devices process meet the qualification standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

		<input type="checkbox"/> No Change
2.7	Does the person with responsibility understand the controls, process measurements, and interfaces associated with the Simulators / Training Devices process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
2.8	Does the person with authority understand the controls, process measurements, and interfaces associated with the Simulators / Training Devices process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
2.9	Does the responsible person know who has authority to establish and modify the Simulators / Training Devices process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
2.10	Does the individual with authority know who has the responsibility for the Simulators / Training Devices process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change

<b>EPI SECTION 2 - MANAGEMENT RESPONSIBILITY &amp; AUTHORITY OBSERVABLES</b>	
<b>Drop-Down Menu</b>	
1.	Assignment of responsibility.
2.	Assignment of authority.
3.	Does not understand procedures, policies or instructions and information.
4.	Does not understand controls.
5.	Does not understand process measurements.
6.	Does not understand interfaces.
7.	Span of control.
8.	Position vacant.
9.	Other.